

| ROUTING AND TRANSMITTAL SLIP                                  |                      | Date             |
|---|----------------------|------------------|
|   |                      | 2 April 1985     |
| TO: (Name, office symbol, room number, building, Agency/Post) | Initials             | Date             |
| 1. DD/OIS   | B                    | 2 APR 1985       |
| 2. D/OIS  | 2                    |                  |
| 3. <i>Letter. I'll be there</i>                               |                      |                  |
| 4. <i>I'll raise with Harry on Thursday!</i>                  |                      |                  |
| 5. <i>Done!</i>   |                      | 2 APR 1985       |
| Action  | File                 | Note and Return  |
| Approval  | For Clearance        | Per Conversation |
| As Requested  | For Correction       | Prepare Reply    |
| Circulate   | For Your Information | See Me           |
| Comment   | Investigate          | Signature        |
| Coordination  | Justify              |                  |

## REMARKS

Attached is an invitation to a farewell function for Archivist Robert Warner and his Deputy. You might wish to attend or to make the DDA aware of the event. I will encourage someone from the division to go.

*It would appear that maybe you & Harry should attend if it can be worked into the schedule. P*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

C/IRMD

Room No.—Bldg.

Phone No.



General Services Administration      National Archives and Records Service      Washington, DC 20408

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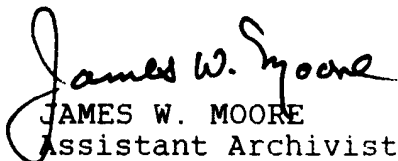
March 21, 1985

Memorandum to Agency Records Officers

This is to personally invite you to join with us in saying farewell to and thanking the Archivist, Robert M. Warner, and the Deputy Archivist, George N. Scaboo, for their contributions to the National Archives and Records Service, especially for the roles they played in achieving independence. The festivities will be held at 3 p.m. on April 12, 1985, in Room 105 of the National Archives Building.

— Thank you for the support you have given to the National Archives and to records management programs in your respective agencies. Designing, implementing, and obtaining support for records management programs is not an easy task. Through your persistence, creativity, and dedication records management programs in the Federal Government have developed and matured. Although there is much to be done, I think we can all take pride in what we have accomplished.

I look forward to seeing you on April 12.

  
JAMES W. MOORE  
Assistant Archivist

for Records Administration